



MANAGEMENT MEMO

AMERICAN EMBASSY ANTANANARIVO



ANNOUNCEMENT NUMBER: 009/10 – HR

OPEN TO: All Interested candidates

POSITION: Nurse, FSN-9; FP-5
(For Family Member Appointment (FMA), the grade level of the successful applicant will be determined by Washington based on applicant's qualifications and prior work experience and may differ from the position's initial grade)

OPENING DATE: March 17, 2010

CLOSING DATE: March 31, 2010

WORK HOURS: Part-Time from 20 to 32 hours per week

LENGTH OF HIRE: Agreement renewable on annual basis

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Antananarivo is seeking an individual for the position of Nurse in the Health Unit.

BASIC FUNCTION OF POSITION:

The position functions as the Post's Registered Nurse (RN) and primary health care provider in the absence of the Foreign Service Health Practitioner. Incumbent will provide the full range of professional nursing services to American and Locally Employed Staff.

QUALIFICATIONS REQUIRED:

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:

1. Must graduate from a professional nursing school with a current and unrestricted Registered Nurse license from the U.S., Puerto Rico, or Western European equivalent.
2. Must be familiar with American nursing standards of care.
3. At least two years of hospital or outpatient nursing is required.
4. Level IV (Fluent) of Speaking/Reading English is required.
5. Must have Basic computer skills.
6. Strong interpersonal skills, and a client-oriented disposition are required.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed AEFMs are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed work schedule.

TO APPLY:

Interested candidates for this position must submit the following, or the application will not be considered:

1. Application for Federal Employment OF-612 (forms are available from the Embassy reception or on e-forms)
2. A current resume or curriculum vitae that provides the information required on OF-612;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application

4. Any other documentation (e.g, essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualifications /requirements of the position as listed above.
5. For Malagasy: A copy of the National Identity Card; For Non-Nationals: Copy of the Residency/Work permits that permit the applicant to work in the country.

SUBMIT APPLICATION TO:

Embassy Human Resources Office
P.O. Box 620
Antananarivo 101

POINT OF CONTACT

Contact: Human Resources Office
Telephone: 261 20 22 21257 Ext 2265/2332
FAX: 261 20 22 34539
Email: AntananarivoEmbHRO@state.gov

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or child who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

4. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, GS, and uniformed service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THE POSITION: March 31, 2010

The US Mission in Antananarivo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.